Approved For Release 2001/08/21 : CIA-RDP78-04722A000300020035-5

From weekly meeting notes OCS

ADMINISTRATIVE - INTERNAL USE ONLY

31 August 1973

OFFICE OF PERSONNEL MEMORANDUM NO. 20-60-9

SUBJECT: Upgrading the Content of Official Personnel Folders

REFERENCES: (a) [redacted]
(b)
(c)

STATINTL

1. Inevitably errors occur in filing the large volume of material in Official Personnel Folders. Some papers are included in the wrong folders and some folders contain unnecessary duplicate copies and papers of no real value for retention. Many of these errors are corrected through periodic reviews of OPF's within the Office of Personnel. This is to solicit the help of all Personnel Officers in achieving additional improvement in the content of OPF's.

2. The referent Regulation and Handbook control the addition and removal of material from Official Personnel Folders. Personnel Officers STATINTL should identify filing errors by stapling to the Folder one of the attached cards with an appropriate notation. Additional cards are available from the OP Records Administration Officer, [redacted]

STATINTL

John F. Blake
Director of Personnel

OPM 7-73

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